

United States Bankruptcy Court
Middle District of Georgia

The United States Bankruptcy Court, Middle District of Georgia, is seeking applications for the position of Type II Chief Deputy Clerk. The Chief Deputy Clerk reports directly to the Clerk of Court and is responsible for the administration and supervision of the day-to-day operation of the Clerk's Office which currently has 50 employees in two divisional offices located in Macon and Columbus, Georgia. The official duty station for the Chief Deputy is the Macon Office of the Clerk. The Clerk's Office serves 70 counties comprising the Middle District of Georgia and serves a court of three judges.

Duties and Responsibilities: The incumbent assists the Clerk of Court in all aspects of the supervision and management of the operations of the Clerk's Office, and acts for the Clerk of Court in his absence. The Chief Deputy Clerk is either responsible for or assists the Clerk of Court with a number of administrative, managerial and operational functions including but not limited to:

- * case administration including electronic case filing and case management;
- * courtroom services;
- * records management;
- * statistical analysis and reporting;
- * quality control;
- * financial activities including budget, procurement and property management;
- * personnel management;
- * drafting, revising and publishing reference manuals, policies and publications;
- * space and facilities management.

Frequent travel to divisional offices is required.

Qualifications:

An undergraduate degree from a college or university of recognized standing and a minimum of six years of progressively responsible management experience, including at least three years in a position of substantial management responsibility.

Desirable Qualities:

- * the ability to effectively communicate both orally and in writing;
- * experience in the court or legal environment and particularly in the federal courts;
- * ability to effectively use technology in the workplace;
- * ability to prioritize organizational needs;
- * ability to identify and solve problems;
- * experience in personnel development.

Benefits:

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the government's Civil Service classification, but are entitled to benefits such as paid vacation, paid holidays, sick leave, choice of health plans, Federal Employees Retirement System, life insurance, flexible spending account (health and dependant care), commuter reimbursement account, long term care options and the Thrift Savings Plan (federal government's 401k plan). Direct deposit of net pay is required.

The position is paid under the Judicial Salary Plan and is a maximum JSP 16 Grade with actual starting grade and salary dependant on experience.

Conditions of Employment:

The Chief Deputy Clerk position is an EXCEPTED service appointment and serves at the pleasure of the Court. All application information is subject to verification. Appointment to this position is provisional and contingent upon a background check. Similar background checks may be conducted every five years. Judiciary employees are required to adhere to the Code of Conduct for Judicial Employees.

How To Apply:

Submit a resume with cover letter to: Clerk of Court, Attn: Personnel Specialist, PO Box 1957, Macon, GA 31202. Your resume should include, at a minimum, education history, a summary of qualifications, work and salary history, and references. This vacancy announcement will remain open until the position is filled.

The United States Bankruptcy Court is an Equal Opportunity Employer